

# **Minutes of the Veneta Park Board**

## **April 1, 2015**

### **Board Members**

**Present:** Chelsea Coffman; Stephanie Fuller; Josie Hedenstrom; Cathy Coulson-Keegan; Robert McCarthy; Dennis Paronto; Carol Petty; Brad Renfro; and Craig Soderberg

**Others:** Ric Ingham City Administrator; Kay Bork, Community Development Director; Darci Henneman, Assistant City Recorder; and Elmira Louie

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- I. Chair Craig Soderberg reviewed the agenda and called the meeting to order 4:35 at p.m.
- II. Public Comment  
None
- III. Approve Minutes for March 4, 2015  
Dennis had a correction to the March 4, 2015 minutes. He said Mayor Larson is the official starter of the Easter Egg Hunt, not Elmira.  
  
Cathy motioned to approve minutes as corrected, Robert seconded, all approved.
- IV. Old Business/Status of:
  1. Recognition of Penny Lacky, Dennis Paronto, and Elmira Louie at the April 27, 2015 Veneta City Council meeting  
  
Ric said the City Council will recognize Penny, Dennis and Elmira for their contributions to the community as members of the Veneta Park Board. He encouraged Park Board members to attend the April 27<sup>th</sup> meeting.
- V. New Business –
  1. Election of Officers  
Cathy recommended that Craig continue as Park Board Chair, Chelsea seconded, all approved.  
  
Craig nominated Cathy as Vice Chair, Robert seconded, all approved.  
  
In response to a question from Craig, Ric said he appreciated Carol and Josie attending today's meeting even though their terms expired March 31<sup>st</sup>. He said Mayor Larson will reappoint them at the April 27<sup>th</sup> City Council meeting.  
  
Chelsea said she will be leaving soon and that the May 6<sup>th</sup> meeting will likely be her last.  
  
Ric asked Chelsea to email her resignation to the chair. Chelsea's position goes through March 31, 2016.  
  
Ric said the Bylaws will be going before the Council for approval at the April 13<sup>th</sup> meeting.  
  
Craig said if members know of anyone interested in joining the Park Board to please have them call or email Ric if they have questions about applying for the board. He said we'll need help with the Easter Egg Hunt and the summer movie night.

## 2. Quarterly Financials

Ric reviewed the second quarter Park Board financials through December 31, 2014. He said the bulk of expenses are for the Easter Egg Hunt and will be included the third quarter financials.

Robert said he found some bio-degradable plastic eggs which may be cheaper. He said he would rather use something other than plastic.

Dennis said BiMart sells the eggs at wholesale which is a \$1.00 cheaper per dozen. He said they can't be recycled because they have to be sanitized and he didn't think the Santa project in Alaska will need any more so they likely will dispose of them.

In response to a question from Craig, Robert said he found some bio-degradable eggs online but wanted a comparable. He said the commercial grade bio-degradable eggs take longer to break down.

Robert said he will see if he can get the company to send him a few of the bio-degradable eggs prior to ordering the eggs in December.

## VI. Event Planning

### 1. Easter Egg Hunt Update – Dennis Paronto

Dennis said the Easter Egg Hunt is this Saturday and the stuffing went really well. He said Robert will play the bag pipes before story time. He said the process has been streamlined and the event binder includes a timeline. He said it's really easier than it looks and he said he wouldn't be able to get this done without assistance from the seasoned volunteers and community groups. He asked volunteers to be at the Hunt between 9:00 and 9:30 a.m. to sign in for a job. He said Robert may need help with the story time or you can volunteer for many other jobs. He said vests will be checked out after the meeting.

It was the consensus of the Board that the Park Board will not have a booth but will man the information booth and will hang the Park Board banner.

Kyle said he can always use some help. He will take care of getting the banner.

In response to a question from Chelsea, Dennis said he would assist whoever takes over chairing the event. He said he will be working with the Kiwanis at next year's Egg Hunt.

In response to a question from Ric, Dennis said he thought the Easter Egg Hunt has always been chaired by a Veneta Park Board member but he will look into someone from Kiwanis possibly chairing the event.

Craig said Dennis has a very thorough event notebook.

### 2. Earth Day Update – Carol Petty

Carol attended the last meeting with Olivia and said a few changes were made. She said the smoothie booth will not be at the event but the University of Oregon rock geology dept. will have a booth. She said she will meet with Olivia and a couple of teachers on April 6<sup>th</sup> at 2:30 p.m. She said Earth Day at Veneta Elementary is April 24<sup>th</sup> from noon to 2:00 p.m. She thanked the members who help get started on making the bird feeders and asked Dennis if the Boy Scouts could finish making them. She also asked for a volunteer to run the Park Board table and hand out the bird feeders. She will be running her recycled art booth. She asked volunteers to arrive at 11:30 a.m. to assist with a very quick set up. She said it's the same routine as last year with a few changes but most everyone is returning.

Kay said she can attend and man the booth.

Kyle, Cathy, Ric, and Kay will all be at Earth Day. Robert said he will check his schedule.

In response to a question from Carol, Dennis said the supplies to make the remaining bird feeders can be dropped off on Monday for Rosy to take to the Key Club on Tuesday.

It was agreed that Carol will bring the supplies to City Hall before noon on Monday and Ric will drive them to the high school at 7:30 a.m. Tuesday morning.

Kay agreed to make the poster and get the event ad published in the Fern Ridge Review.

Ric confirmed that Carol is keeping her receipts for reimbursement. Carol said she still needs to buy soil and seeds.

### 3. Movie Night Locations and Event Dates

In response to a question from Craig, Ric said he and Chelsea discussed the Bolton Hill complex provides the best location.

Stephanie said she can get Sanipac to provide the garbage cans.

Craig said he's concerned about the traffic noise on Bolton Hill Rd.

In response to a question from Craig, Chelsea said she was thinking the screen should be set up near the concession stand to be close to the food and restrooms. She said there is plenty of parking and it's a nice open area. She confirmed there will be no night games to contend with because it will be dark. She said she left a voice message with a TSP rep but she has yet to hear back about any conflicts.

Robert said he's concerned about having a good sound system for the movie.

Ric said he will confirm the movie night with Ann.

Chelsea said she was thinking about having movie night sometime in late August.

Craig suggested the first week in August.

Ric said there's a new moon or no moon on Friday, August 14<sup>th</sup> so we'll have a dark sky. He said its important to make sure that we have someone to step right in after Chelsea leaves.

Stephanie said she can take over when Chelsea moves.

In response to a question from Stephanie, Craig said the first college football game is not until the end of August.

Ric said it's easier to engage the public works crew on a Friday night.

In response to a question from Chelsea, Ric said we would need a licensed security company if we were to search everyone for alcohol.

There was a thorough discussion about monitoring people for alcohol. The following suggestions were made: 1) advertise the event as an alcohol free event so the expectation is there. 2) Lane County Sheriff's office (LCSO) would handle all situations.

Ric said alcohol is not allowed on City property. He said he would review the City park rules.

It was the consensus to tentatively schedule the event for August 14<sup>th</sup> and Chelsea will lock in that date with TSP officials.

Ric said the four diamonds are in place for softball games through late August. He said the Park Board or other group would need to arrange using the concession stands.

Dennis said he's worked with the Boy Scouts in the concession stands and it's easy to pop popcorn and make snow cones.

Chelsea asked for a contact, Dennis said he will pass on the contact information to Stephanie and Ric will confirm about the use of the fields.

Ric said we should have a minimum of three Park Board members at the event but hopefully all members can help.

Craig said Penny wasn't able to make it to the last Council meeting so she, Dennis and Elmira will be honored at the April 27<sup>th</sup> City Council meeting. He said all members are invited to attend.

In response to a question from Ric, Chelsea said her house will be on the market the first of May.

Ric said we'll include Chelsea in the recognition at the April 27<sup>th</sup> Council meeting.

The vests were checked out to members that wanted one and Ric said Park Board members are responsible for the vests while it's in your possession. The following members took a vest: Stephanie, Cathy, Craig, Dennis, Carol, Robert, Josie, and Brad.

Cathy motioned to adjourn the meeting, Elmira seconded, all approved.  
The meeting adjourned at 5:30 p.m.

VII. Next Meeting – May 6, 2015